

# Office of Elderly Affairs

State of Louisiana  
OFFICE OF THE GOVERNOR

JOHN BEL EDWARDS  
GOVERNOR



July 20, 2016

Jay Dardenne, Commissioner  
Division of Administration  
1201 N. Third Street, Ste. 7-210  
Baton Rouge, LA 70802

Re: House Concurrent Resolution No. 25 of the 2016 Regular Session

Dear Commissioner Dardenne:

In accordance with House Concurrent Resolution No. 25 of the 2016 Regular Session, the Office of Elderly Affairs, an agency of the Executive Department, submits the following report of initiatives taken to ensure a more efficient operation for Fiscal Year 2016-2017 and beyond.

## **Background**

The Office of Elderly Affairs administers state and federal social services programs for the aging population of the state. These social services are provided to OEA's target population through contracts and agreements with the 64 parish Councils on Aging (COAs), the 36 Area Agencies on Aging (AAAs), and other non-profit or governmental entities.

The OEA's budget for Fiscal Year 2016-2017 is currently \$44,647,348 comprised of the following funding sources:

Revenue Source:	Appropriated Amount	Administration	Administration %	Pass-Through	Pass-through %
State General Fund	\$21,608,183	\$2,837,697	13.13%	18,770,486	86.87%
Self-Generated Revenues	\$12,500	\$12,500	100%	\$0	0%
Statutory Dedications	\$755,000	\$0	0%	\$755,000	100%
Federal Funds	\$22,271,665	\$1,098,075	4.93%	\$21,173,590	95.07%
Total	\$44,647,348	\$3,948,272	8.84%	\$40,699,076	91.16%

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**Efficiency Initiatives**

OEA has a lean staff (24 T.O.) to cover its programs in all 64 parishes. As shown above, OEA's total cost of Administration is less than 10% of its total budget.

OEA has regular communication with staff and is open to ideas to improve processes and/or reduce costs. Several of the cost savings measures noted below resulted from such communications.

- OEA has not renewed a \$15,000 consulting services contract for hosting and tracking training in Fiscal Year 2016-2017. These services will be performed in-house during the current and subsequent fiscal years.
- Reduced postage costs and printing costs by emailing scanned documents or posting to the agency website.
- Reduced the postage machine rental by switching to a lesser machine.
- OEA requires daily commute versus overnight stay for travel to 21 parishes: St. Landry, Pt. Coupee, Lafayette, St. Martin, W. Feliciana, E. Feliciana, Iberville, WBR, EBR, St. Helena, Tangipahoa, St. Tammany, Orleans, Jefferson, St. Charles, St. John, St. James, Assumption, St. Martin, Ascension, and Livingston.
- Co-hosted annual training with Louisiana Aging Network Association and Louisiana Council on Aging Directors' Association and has made online training available on OEA's website to reduce costs.
- Utilize the Senior Employment program to fill an administrative position that was cut at no direct cost direct to the agency.
- Eliminated a fax machine and dedicated phone line.
- Reduced office supplies expenditures through recycling of used supplies, purchase of less expensive products, disallowing "hoarding" of supplies by employees.
- Canceled maintenance agreements on equipment based on agency cost benefit analysis.
- Reduced number of desk printers in the agency and moved to laser network printers which are cheaper to operate than ink jet printers.
- Eliminated all but one color printer due to the higher cost of ink. That printer is used sparingly for necessary color items such as reports and training materials.

Commissioner Dardenne

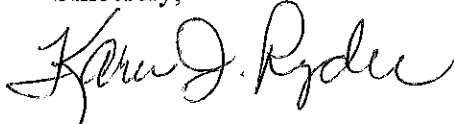
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- Moved to once a day mail delivery.

Should you have any questions, or require additional information, please contact me at 225-342-7100.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen J. Ryder".

Karen J. Ryder  
Deputy Assistant Secretary

Cc:

Patrick Goldsmith, House Fiscal Division

Sherri Hymel, Senate Finance Committee

John Carpenter, Legislative Fiscal Office

David R. Poynter Legislative Research Library

Marisha Patterson, Task force on Structural Changes Budget and Tax Policy

Johnny Anderson, Deputy Chief of Staff, Governor's Office